

PPLICATION FOR RECORDS RETENTION SCHEDULE

DEPARTMENT OF ARCHIVES AND HISTORY

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Application Number Ga. State Merit System of Personnel Admin 200 Piedmont Avenue 8/8/85 Application Number Applicant Services Div., Rm 418-Balcony Date Received Date Completed 85-01 Atlanta, Georgia 30334 OCT 9 1985 **AUG** 3 0 1985 2. Person to Contact Working Title Telephone Number Jeanie Bridges Office Supervisor 656-2728 3. Action Requested a.

Establish Retention Schedule; récord will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. Check One: EX Change; Supercede; Wold VOID 79-101-A c. XX Amend Application No. 82-80. 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Application for Examination & Rating of Training July 1977 | Present | and Experience Files (Employment Applications) What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. applying for admission to take an examination or receive a rating of Documents relating to: training and experience for a Merit System Job Class. Included are: State of Georgia Application for Examination (form MS 27-1); (if applicable) Training and Experience Evaluation Sheet (form MS 21-6); and amendments to Application - Veteran's Preference documents (no form name or number). File is arranged: Chronologically by date data entered into the computer system and for announced classes only by class title. How often are records referred to which are: 8. Monthly Reference Rate 300 ; Seven to twelve months old 20 ; Thirteen to twenty-four months old ____; One to six months old _ twenty-five months and older 9. Annual Rate of Accumulation of Records ; Shelves ; Other (specify) 100-135 cu.ft. Letter-size drawers _____; Legal-size drawers _____;

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YES	NO	10. Questionnaire	7	in the proper c	oluma)		
Х		a. Is this the office of the life of the l	s it?			and the second s	
Х		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Ann. 50-18-72					
	X	c. Is this a vital re					
	X			i or long term res			
	χ		wo documents scheduled sepa		necessary to keep the entire file for a	long period, could	these
	X	f. Is the informat	tion contained	in this series ever	published? If yes, attach copy.		
	X	g. Is the information of the second of the s		in this series ever	analyzed and/or recorded in a summa	rized report?	·
	X	h. Is there a dup!		series in your offic	æ, or in another office or agency?		
	X	i. Is this series (a	r a maior porti	on of it) regularly			
	<u> </u>	i. Does the recor	d series result i	n a computer prin	tout? Info. results in List	of Eligibles	& various
11. F	letent	on Requirements	Th	ne following requi	res the series to be kept:	GEMS	reports.
	. Stat	e Law		years.	d. Audit period		years.
		ute of limitation		years.	e. Administrative need	21/4	years.
(. Fed	eral law	* *	years.	f. Federal retention instruc	tions 2	years.
					•		
	Attach	copy or excert of la	ws or regulation	ons. Explain admi	nistrative need.		:
				• • • •			
	29 C	.F.R. 1602.31	l (State ar	nd Local Gove	ernments) - 2 Years		
12.	Approv	ed Disposition Insti	ructions Th	nis agency recomm	ends that the file series be cut off at i	the end of each:	
-	- Annual - A				Fiscal Year; KX Other 3 months		31
) % %	☐ Tran Tran Desi Tran	nsfer to local holdin nsfer to State Recor	g area; hold ds Center; hold	year(s)	year(s); then ; then	Sept. 30, Dec.	
	NOT	brought by	y the Equa these reco	l Employment	nination has been filed, o Opportunity Commission or retained until final dispo	the Attorney	
					<u> </u>	• • • • • • • • • • • • • • • • • • • •	
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		. 4	•				
7	hese in	nstructions apply to	all prior and f	uture accumulatio	ons of the series.		•
		•					
Agend	y Head	d/Designee (Signat	ure)	Date	Records Management Officer (Sign	nature)	Date
	/	111		21 212/	tena (A))	
2	les.	6 7 JU	w	18/28/85	x ram Juckleson		18128185
		,			State Records Committee	(Signature)	Date
Recommendations in graph 12 are approve (If disapproved, attacof explanation.)		approved.	State Aud	itor/Designee	Manust James	M	9/18/80
			Secretary of	State/Designee	Gaward Weldon		9/16/85
82-80-A		80-A	Attorney G	eneral/Designee	1 00	e	10119

AR-50-71; Rev. 76

(Reverse Side)

AR-30-71, Rev. 78

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling S	ection.	Avenue, Atlanta, G	eorgia, 30334,	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE		
Argolication Date	Ga. State Merit System of Personnel Admin.	1		
3/10-82	Applicant Services Division	82-80		
Application Number	Room 572 244 Washington Street, S.W.	Date Received	Date Completed	
82-002	Atlanta, Georgia 30334	MAR 1 6 1982	APR 2 3 1982	
2. Person to Contact	, Working Title		Telephone Number	
Jeanie Johns	on Office Supervisor	656-2728		
3. Action Requested		· ·		
a. 🗆 Establish Retention !	Schedule; record will continue to accumulate.	•		
D. Dispose of present ac	cumulation; no further accumulation anticipated.		Section 1995	
4. Dates of Series	5. Records Series Title (followed by title used in office; if di	ie; ⊔ Void		
Earliest Latest	Application for Examination & Rating of Tr			
July 1977 Present	and Experience Files (Employment Applicati			
6. Division and Office Function			ies is created?	
The Applies	ng transport di kalangan d Manggan di kalangan di kal		- -	
	nt Services Division is responsible for exa o determine eligibility for employment, inc			
	s, making reservations, making public annou			
	amination, developing examinations, conduct			
	notifying applicants.	* .	:	
	en e			
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	1			
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	Imbers and titles, if a	ny):	
Documents relating to: an	plying for admission to take an examination	or receive a	rating of	
	aining and experience for a Merit System Jo		,	
Included are: State of	Georgia Application for Examination (form	n MS 27-1); (if	applicable)	
	& Experience Evaluation Sheet (form MS 2) ion - Veteran's Preference documents (no fo			
Applicat	ion - veceran s Freierence documents (no re	Ani name or nam	ner).	
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' '				
		•		
File is arranged: Chronolo	gically by date data entered into computer	system, thereu	nder	
	ically by applicant's surname.	•	* 	
8. Monthly Reference Rate	How often are records referred to which are:			
One to six months old	00 ; Seven to twelve months old 20 ; Thirteen t	o twenty-four month	s old	
twenty-five months and olde		• - :		
9. Annual Rate of Accumulation	on of Records	1	35 cu ++	
Letter-size drawers	; Lagai-size drawers; Shelves;	Other (specify)	35 cu. ft.	
		•		

YES NO 10. Questionnaire	(Place an "X"	in the proper co	lumn)		
χ a. Is this the off	icial copy of the	series?	1 4		
		ntial information	requiring security handling? If y	res, cite law or regulation)rr.
X c. Is this a vital				.,	-
		or long term resea	arch value?	,	
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these				
X f. Is the information	ation contained in	this series eyer p	ublished?' If yes, attach copy,		
		this series ever a	nalyzed and/or recorded in a sum	marized report?	
h. Is there a dup	dication of this se	ries in your office	or in another office or agency?		
		n of it) regularly i	nicrofilmed?		
X i Does the raco	ord series result in	a computer orint	out?Info. results in Lis	t of Eligibles	& various
11. Retention Requirements a. State Law	The	following require	es the series to be kept: d. Audit period	. GEMS repor	ts
b. Statute of limitation c. Federal law		years. ••	e. Administrative need f. Federal retention inst		years.
		e produce de la companya de la comp			
Attach copy or excert of	laws or regulation	ns. Explain admir	istrative need.	ing services and the services of the services	•
Server of the server of		The second of the second			
20 6 5 5 1	602 21 /644	a and Lagal	Covernments) - 2 Vears		
29 C.F.K. 1	002.31 (Stat	e and Local	Governments) - 2 Years		
12. Approved Disposition Ins	tructions This	s agency recomme	ends that the file series be cut off	at the and of such.	
		Calendar Year; 🗆	Fiscal Year; ICX Other6 m		then,
Hold in the current file Transfer to local holdi				•	
XX Transfer to State Reco	ords Center; hold	year	(s); then		
-D-Transfer to State Arch	ives for permaner	nt retention			
☐ Other (Specify)					
broud	ant by the Ed	qual Employm	crimination has been fi ent Opportunity Commiss be retained until final	ion or the Attor	ney
charç	ge or action	•			
			en de la composición de la composición La composición de la	· · · · · · · · · · · · · · · · · · ·	
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These instructions apply t	to all prior and fu	ture accumulation	ns of the series.		
Agency Head/Designes (Signa	anirei	Date	Records Management Officer /	Signature	Date
			C - C):griature/	Jale
Auch E Mil	eson	31082	Teartuckla	rel)	31082
			State Records Committe	e (Sionature)	Date
Recommendations in paragraph 12 are approved.	Caman A sail	Daria-		. 41	
(If disapproved, attach letter	State Audit	tor/Designee	and the		Y-20-82
of explanation.)	Secretary of	State/Designee	Carroll 74	art	3-22-82
A 0 - 20 - 32 - 33 - 33	Attorney Ge	neral/Designee	Seryfley	f-f-	4-23-81
				. —	



AR-80-71; Rev. 78

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

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Establish Retention Schedule: record will continue to accumulate. amended # 82-80, 4/23/82. b. Dispose of present accumulation; no further accumulation anticipated. Amend Application No. 79-101 5. Records Series Title (followed by title used in office; if different) 7-23-85 4. Dates of Series Earliest Latest Application for Examination & Rating of Training July 1977 | Present and Experience Files (Employment Applications) 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Applicant Services bivision is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants. Na L in text (min) 👸 7. Record Series Description This file contains the following documents (Include form numbers and titles, if any): Attach samples of the file. Documents relating to: applying for admission to take an examination or receive a rating of training and experience for a Merit System Job Class. Included are: State of Georgia Application for Examination (form MS 27-1); (if applicable) Training and Experience Evaluation Sheet (form MS 21-6); and amendments to Application - Veteran's Preference documents (no form name or number). origina File is arranged: chronologically by date data entered into the computer system and for announced classes only by class title. 3 How often are records referred to which are: 8. Monthly Reference Rate 300 Seven to twelve months old _____; Thirteen to twenty-four months old _____ One to six months old _ twenty-five months and older Annual Rate of Accumulation of Records ._; Other (specify) ._. Letter-size drawers __ _; Legal-size drawers

+4 22 + 1 To					
YES NO 10. Questionnais	re (Place . "X" in the	proper colum	n)		
	ficial copy of the series?				
X b. Does the ser	If not, where is it? b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.				
X C. Is this a vita	record?		And the second s	<u>روس د ما در </u>	
X d. Does this ser	ies have historical or long	term research	velue2		
	two documents in the file	make it nece	ssary to keep the entire file for a long p	period, could these	
	e scheduled separately?		To also control to the second	gers, 18 / January - The State of the State	
			shed? If yes, attach copy.		
X If yes, attact	CODY.	····		eport?	
		our office, or	in another office or agency?		
	(or a major portion of it)		and the second s		
X i Does the rec	ord series result in a comp	ASTAILS LUIG	Info. results in List of	Eligibles & various	
11. Retention Requirements			e series to be kept:	GEMS reports.	
			a serior to be notific	-	
a. State Law	<u> </u>	ars.	d. Audit period	years.	
b. Statute of limitation	· Y(e. Administrative need	2 1/4 years. 2 years.	
c. Federal law	, yc	ars.	f. Federal retention instructions		
· ·					
Attach copy or excert of	laws or regulations. Expl	ain administra	itive need.	·	
20 C E	p 1602 31 (State	and Local	1 Governments) - 2 Years		
29 0. F.	R. 1002.JI (Beate	and boca	1 dovernmento) 2 rears		
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12. Approved Disposition In:			that the file series be cut off at the end		
	☐ Calendar	Year; D Fis	cal Year; 🖸 Other 3 months	AAC So then	
		•	cal Year; O Other 3 months ending Dec. 3	1 and June 30 de	
	les areamonth(s)	year(s); then		
•	ing area; hold			•	
Transfer to State Reco	ords Center; hold	year(s);	then		
Destroy,		· 1			
☐ Other (Specify)	nives for permanent retent	ion.			
C Cale (Specify)	•	• • •			
NOTE: In the	event a charge of	discrimi	nation has been filed, or a	n action	
brough	t by the Equal Emp	loyment O	pportunity Commission or th	e Attorney	
Genera	l, these records m	ust be re	tained until final disposit	ion of the	
charge	or action.			·	
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These instructions apply	to all prior and future acc	mulations of	the series.		
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Agency Head/Designee (Signal	ture) De	te Red	ords Management Officer (Signature)	Date	
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EMMA & JIO.		0419	v Su(Kara)	140/83	
			State Records Committee (Signate	ure) Date	
Recommendations in pera-		र्व)			
graph 12 are approved. (If disapproved, attach letter	State Auditor/Desig	nee /	UN SUN	J- 4-83	
of explanation.)	Compton of Case /	iones /	ward beliedon	642/62	
	Secretary of State/Des	Witten 1	many was	נשועבן בי	
	Attorney General/Des	ionee	111	- 40 21	
AR-50-71; Rev. 76	Contained Containing	(Reverse	side Hugher	5-20-83	
			Table 1 to 1 t		